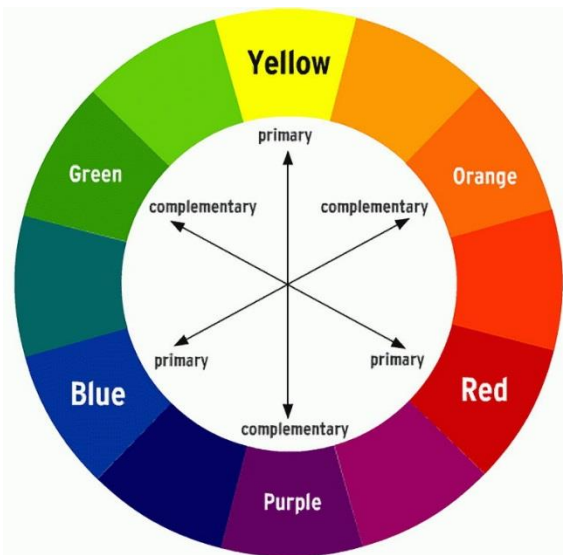


# **Reporting General Ledger (GL) and Commitment Control (KK)**

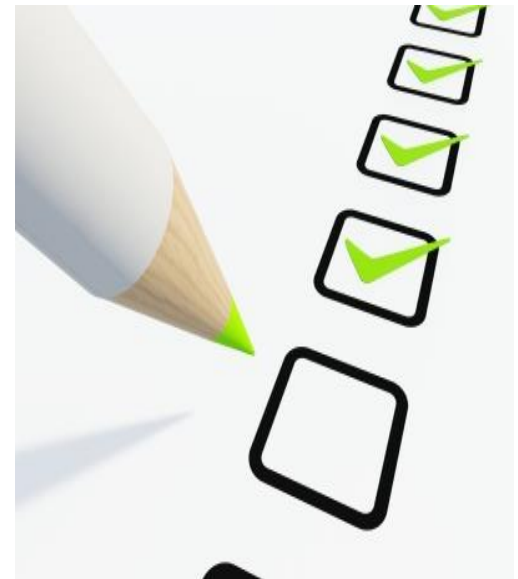


- Name
- Location/Position
- How long have you been with the Judiciary?
- Duties/What do you do?
- What is your Favorite Color?



# What we will cover:

- General Budget and Finance & GEARS Information
- Dates
- Account Structure
- Budget Overview
- Commitment Control Review & Reports
- General Ledger Review & Reports
- Journal Entries
- Purchase Order Reports
- Payment History Research
- Clean-up Tips
- Best Practices







# **General Budget and Finance & GEARS Information**




## CourtNet


Maryland Courts Intranet




 Employees MD Courts Administration Reference [www.mdcourts.gov](http://www.mdcourts.gov) 


Employees	MD Courts	Administration	Reference	Links
<ul style="list-style-type: none"><li>• Phone Directory</li><li>• AOC Org Chart</li><li>• Circuit Administrators</li><li>• Clerks of Circuit Court</li><li>• Courts Directory</li><li>• Education &amp; Training</li><li>• Payroll/Leave</li><li>• Travel &amp; Expense</li></ul>	<ul style="list-style-type: none"><li>• District Court<ul style="list-style-type: none"><li>◦ DC Internet</li></ul></li><li>• Court of Appeals</li><li>• Court of Special Appeals</li><li>• Circuit Court Directory</li><li>• Court Forms</li><li>• Judges</li><li>• Judicial Council</li></ul>	<ul style="list-style-type: none"><li>• AOC<ul style="list-style-type: none"><li>◦ Organizational Directory</li><li>◦ News &amp; Messages</li><li>◦ Resources</li></ul></li><li>• Budget &amp; Finance</li><li>• Court Operations</li><li>• Facilities and Security Administration (SharePoint)</li><li>• Human Resources</li><li>• Internal Audit</li><li>• JIS</li><li>• Judicial College</li><li>• Procurement, Contract &amp; Grant Administration</li></ul>	<ul style="list-style-type: none"><li>• Fleet Administration</li><li>• Inventory Control</li><li>• State Law Library</li><li>• Video on Demand<ul style="list-style-type: none"><li>◦ Instructions</li></ul></li><li>• Video Conferencing</li><li>• more</li></ul>	<ul style="list-style-type: none"><li>• <a href="http://www.mdcourts.gov">www.mdcourts.gov</a></li><li>• Site Index</li><li>• Site Search</li></ul>









Maryland Courts Intranet

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 You are in:  
Department of Budget and Finance

 [Staff](#)

[Accounting Manual](#)

[Forms](#)

[FAQs](#)

[Quick Reference](#)

[Employee Spotlight](#)

[Newsflash](#)

[Questions/Comments](#)

## Department of Budget and Finance

As the Department of Budget and Finance for the Administrative Office of the Courts, we are pleased to offer this web site to assist you. Our mission is to provide accurate, reliable, and timely financial related services to the Maryland Judiciary.


The Department of Budget and Finance is comprised of two units: Accounting Operations, and Budget and Reports, which collectively handle the accounting, budgeting, and all financial services of the Judiciary. Key functional responsibilities include accounts payable, revenue, accounts receivable, formulation, presentation, justification and execution of the Judiciary budget, as well as oversight of the security and operational aspects of the GEARS financial software system.

### Accounting Operations

This unit is comprised of two areas, Accounts Payable and Revenue, each with a corresponding supervisor. The Accounts Payable unit covers the following areas: payment of invoices to vendors for goods and services, telephone, utilities, rents, masters, senior judges, interpreters, and other expenses and payments to employees for travel, reimbursement, and training/education. The Revenue unit covers the following areas: processing of Certificates of Deposits, Revenue 120-adjustments, disbursement transmittals, traffic, bond and other revenue refunds; local, agency, special fund allocations, printing, reconciliation and distribution of monthly revenue reports.

### Budget and Reports

This unit is comprised of two areas, Budget and Reports, each with a corresponding supervisor. The Budget unit covers the following areas: maintenance of the chart of accounts, review and approval of requisitions Judiciary-wide for budget availability and object coding, monitors budget to actual expenditures throughout the year, encumbrance tracking, budget formulation, budget projections and budget revisions, working and petty cash funds, and 1099 reporting. The Reports Unit covers the following areas: inter-agency transfers, monitoring of submitted work/data with GAD, processing of adjustments, printing, reconciliation and distribution of monthly expenditure reports, as well as vendor file maintenance.



**NEW:** Please see [Newsflash](#) for important information regarding Accounting Day coming up on November 16th.

**Allen C. Clark III**

Director

410-260-1579

**Tammy Sitar**

Deputy Director

410-260-1419

# Department of Budget and Finance



Clark, Allen, Director	410-260-1579	<b>Budget and Reports</b>	
Sitar, Tammy, Deputy Director	410-260-1419	Nagy, Kate, Unit Director	410-260-1409
<b>Office Manager</b>		<b>Budget</b>	
Williams, Mia	410-260-1415	Sherrill, Ralph, Supervisor	410-260-1244
<b>Accounting Operations</b>		Emrick, Stephanie	410-260-1592
Vacant	Unit Director	Grote, Daniel	410-260-1593
<b>Revenue</b>		Gugliotta, Trish	410-260-1251
Bishop, Suzie, Supervisor	410-260-1413	<b>Reports</b>	
Davis, Vesta, Lead Worker	410-260-1297	Hall, Jaye, Supervisor	410-260-1242
Barrington, Mamie	410-260-1745	Delashmutt, Ashley	410-260-1404
Cawthorne, Marlene	410-260-1403	Geissdorfer, Joan	410-260-1422
Hall, Greta	410-260-1241	Johnson, Jeanne	410-260-1249
Tingen, Crystal	410-260-1238		
<b>Accounts Payable</b>			
Hoff, Sharon, Supervisor	410-260-1412		
Brown, Trudy, Lead Worker	410-260-1378		
Blair, Antoinette	410-260-1742		
Dagirmanjian, Hoa	410-260-1747		
Foote, Cinda	410-260-1578		
Stewart, Caitlin	410-260-1414		



You are in:  
Department  
of Budget  
and Finance

Staff

Accounting Manual

Forms

FAQs

Quick Reference

Employee Spotlight

Newsflash

Questions/Comments

## Newsflash

**On October 11, 2018,** Tammy Sitar, Deputy Director, distributed an [invitation](#) and [agenda](#) Accounting Day, which will be held on Tuesday, November 13. Please review this information and RSVP as indicated, if you plan to attend.

**On July 24, 2018,** Tammy Sitar, deputy director, sent an [email](#) in reference to new Bank of America identification procedures for cash deposits. Please review the email and the State Treasurer's Office [memo](#) and notify appropriate staff of the change in procedure.

**On June 27, 2018,** the FY2020 Budget workshop was held at the Judicial College. Workshops were also held earlier in Frederick (June 19) and Queen Anne's (June 21) counties. Please refer to the [PowerPoint presentation](#) and the [Budget Workshop Instruction](#) handout as needed for reference. Please note, budget forms are anticipated to be emailed early August and will include your FY18 actual expenditures.

**On May 31, 2018,** Deputy Director of Budget and Finance, Tammy Sitar, distributed an [invitation](#) to all Court and Program Budget Representatives, as well as [directions](#) to the FY2020 Budget Workshops coming in June to Frederick County, the Judiciary Education and Conference Center and Queen Anne's county. Please RSVP and let us know where you would like to attend. The forms will be distributed at a later date.

**On April 25, 2018,** Tammy Sitar, Deputy Director, sent a [FY18 Close email](#) containing the [FY18 YE Close Schedule](#) and [FY18 YE Checklist](#) detailing important dates and deadlines for a successful year-end (originally distributed via a GEARS Update on April 23), along with the [FY18 Encumbrance Form](#). Please review this information, share with your office staff as needed and reply with any questions or concerns. In addition, please be sure to review all GEARS email updates and the GEARS site to stay current on year-end processing.

**On November 16, 2017,** the Department of Budget and Finance hosted our annual Accounting Day at the JECC. [\[See photos and more\]](#) Approximately 200 representatives from the state's Circuit Courts and District Court locations, as well as court related agencies, programs, and Administrative Office of the Courts departments were GEARED up and ready for the 15th annual Judiciary Accounting Day.

The morning then kicked into high gear for information sharing and the collective audience heard two presentations: [GEARS update](#) (pptx) and [Connect update](#). (pptx)

After the morning group presentations, participants were able to select and attend four of the following sessions that focused on GEARS functionality and other issues as indicated below. (pptx)





Employees

MD Courts

Administration

Reference

www.mdcourts.gov

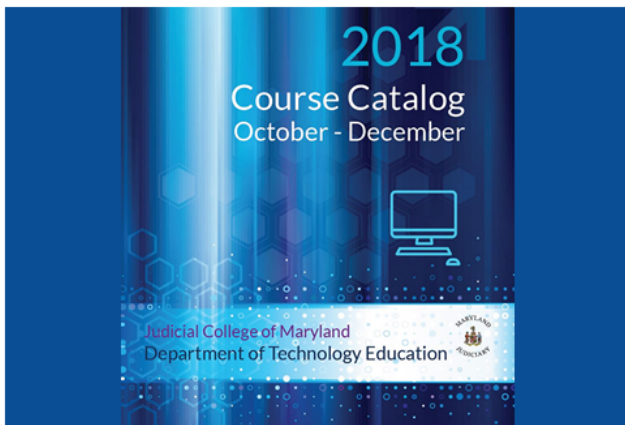


## Message from Chief Judge Barbera: COLA increase update

September 24, 2018

Dear Maryland Judiciary Employees,

As you may recall, regular state Judiciary employees will receive a 2 percent cost of living increase that takes effect January 1, 2019. I am pleased to report that regular state Judiciary employees also will be awarded an additional .5 percent increase and a bonus of up to \$500, effective April 1, 2019, with the latter based upon the percentage of time worked. Because these further increases were contingent upon robust revenues, they represent good economic news for the people of Maryland, as well as recognition of your contributions to our great state. [Read more.](#)




### Enroll now in new technology training classes


The October-December 2018 course catalog for the Judicial College of Maryland Department of Technology Education (DTE) is now available online. Courses include DV Office, MDEC, Microsoft Office applications, and more. Starting in October, DTE will offer live online training in a new lunchtime webinar series. [View catalog.](#)

### Quick Links

- |  |  |
|--|--|
| • <a href="#">Announcements</a>                      | • <a href="#">Human Resources</a>                |
| • <a href="#">Judiciary Phone Directory</a>          | • <a href="#">Career Center</a>                  |
| • <a href="#">Employee Handbook</a>                  | • <a href="#">Photography/Video Request Form</a> |
| • <a href="#">Social Media Policy</a>                | • <a href="#">Judicial Council</a>               |
| • <a href="#">Employee Policies (MD Rule 16-806)</a> | • <a href="#">Forms Index</a>                    |
| • <a href="#">Revenue Collection System (RCS)</a>    | • <a href="#">New/Revised Forms Index</a>        |
| • <a href="#">Legislative Activities Protocol</a>    | • <a href="#">Commissioners</a>                  |
| • <a href="#">Strategic Plan Checklist</a>           | • <a href="#">Online Employee Suggestion Box</a> |




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[SITE INDEX](#) [LANGUAGES](#) 

[Advanced Search](#) [Search Tips](#)

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**GEARS**  
GENERAL ENTERPRISE AND RESOURCE SUPPORT

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And Resource  
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[Quick Reference](#)

[Acronyms](#)

[FAQs](#)

[9.2 Tip Sheets](#)

[Training](#)

[Forms](#)

[Archived Messages](#)

[Contact](#)

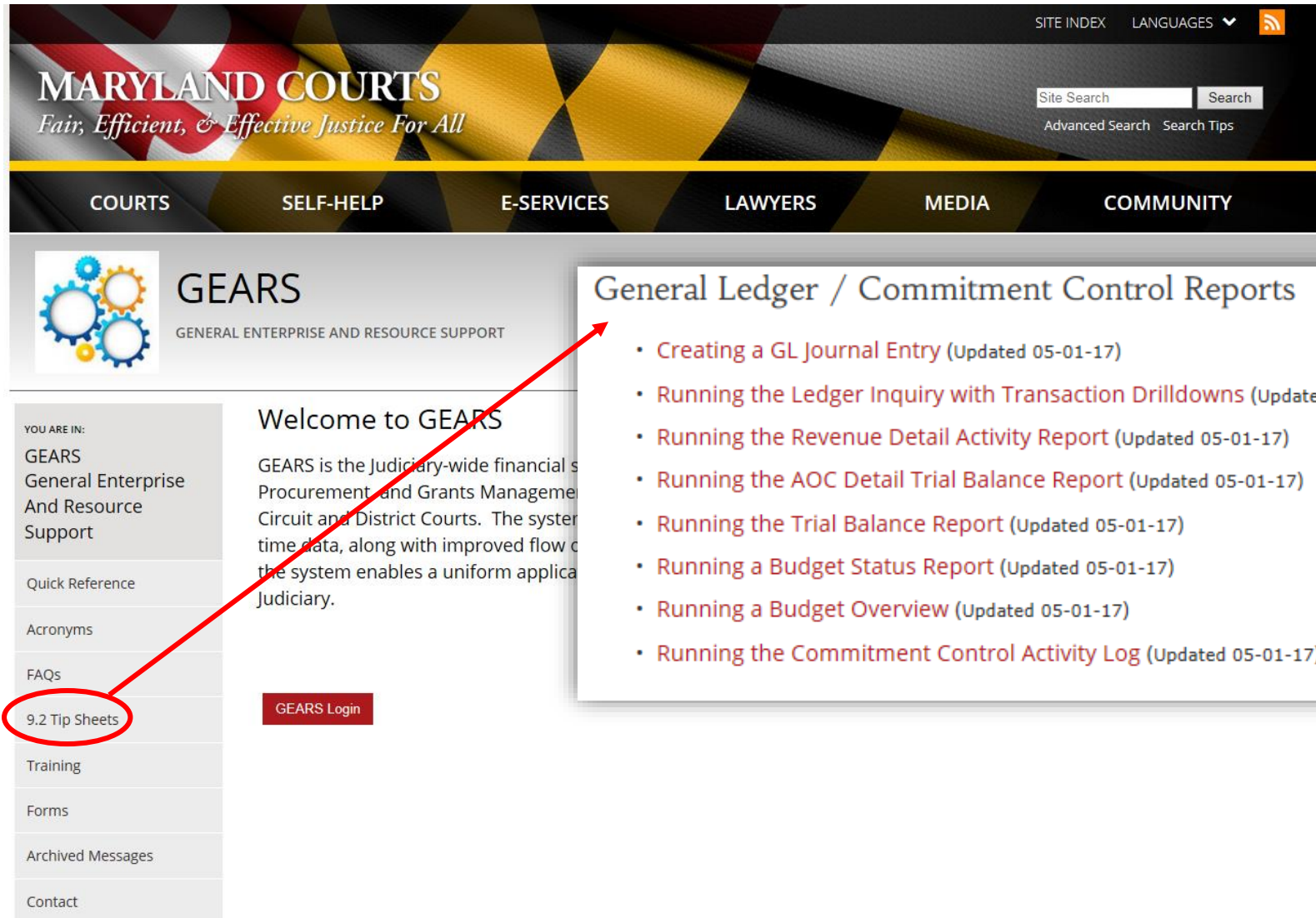
## Welcome to GEARS

GEARS is the Judiciary-wide financial system that supports the Budget, Finance, Procurement, and Grants Management processes, as well as Local Court Accounting for Circuit and District Courts. The system went live July 1, 2013 and allows for centralized real-time data, along with improved flow of information, transactions and reports. In addition, the system enables a uniform application of our policies and procedures across the Judiciary.

[GEARS Login](#)

## WHAT'S NEW

- Spring 2018 Training Schedule:  
[Schedule](#)  
[Registration](#)
- [Mileage Reimbursement Change](#)
- [Update - Accounting Day Overview](#)




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SITE INDEX LANGUAGES

Site Search Search

Advanced Search Search Tips

COURTS SELF-HELP E-SERVICES LAWYERS MEDIA COMMUNITY

 **GEARS**  
GENERAL ENTERPRISE AND RESOURCE SUPPORT

YOU ARE IN:  
GEARS  
General Enterprise  
And Resource  
Support

Quick Reference

Acronyms

FAQs

**9.2 Tip Sheets**

Training

Forms

Archived Messages

Contact

**Welcome to GEARS**

GEARS is the Judiciary-wide financial s  
Procurement and Grants Managemen  
Circuit and District Courts. The syste  
time data, along with improved flow o  
the system enables a uniform applica  
Judiciary.

**GEARS Login**

## General Ledger / Commitment Control Reports

- [Creating a GL Journal Entry \(Updated 05-01-17\)](#)
- [Running the Ledger Inquiry with Transaction Drilldowns \(Updated 05-01-17\)](#)
- [Running the Revenue Detail Activity Report \(Updated 05-01-17\)](#)
- [Running the AOC Detail Trial Balance Report \(Updated 05-01-17\)](#)
- [Running the Trial Balance Report \(Updated 05-01-17\)](#)
- [Running a Budget Status Report \(Updated 05-01-17\)](#)
- [Running a Budget Overview \(Updated 05-01-17\)](#)
- [Running the Commitment Control Activity Log \(Updated 05-01-17\)](#)

# Dates



# Dates – What do they mean?



Every Transaction has three dates associated with it.

- **Accounting Date** - This is the date in which the detailed accounting information is recorded for the transaction.
- **Budget Date/Period** - This is the budget date/period (generally the fiscal year) that the transaction is recorded against (i.e. we are in Budget/Fiscal Year of FY2019).
- **Appropriation Year** - This represents the year the transaction is being recorded against and a budget should reside in the correct AY year for the transaction in the current Budget Period (i.e. currently we are in AY2019).

Expenses against the current fiscal year would have accounting and budget dates of 11.19.18, and with an AY year of AY2019. The accounting date will fall within the budget date/period and default to the transaction processing date (unless you are processing at year-end). The AY year aligns with the current fiscal year unless you are recording expenses against prior period accruals or encumbrances. For example, if you were recording an invoice today against an AY2017 encumbrance, the accounting date would be 11.19.18, the budget date would be 11.19.18/FY19 and the AY year would be AY2017.

# Dates - Voucher 003713269

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry > Regular Entry



Summary Related Documents **Invoice Information** AOC MD Payment Payments Voucher Attributes Error Summary

Business Unit MDJUD  
Voucher ID 00371326  
Voucher Style Regular Voucher  
Invoice Date 09/12/2017

Invoice No 5-926-55471  
**Accounting Date** 09/19/2017  
Pay Terms NET00 Due Now  
Basis Date Type Acct Date

Invoice Total	
Line Total	15.61
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	15.61
Difference	0.00

Session Defaults  
Comments(0)  
Attachments (1)  
Approval History

## FEDEX

Vendor ID 0000007431  
ShortName FEDEX-002  
Location 001  
\*Address 1

Control Group A145-FY18  
☐ Accrual Voucher

Save

Action ▾

Run

Calculate

Print

## Copy From Source Document

### Invoice Lines ?

Find | View All First 1 of 1 Last

Line 1  
\*Distribute by Amount ▾  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 15.61

SpeedChart  
Ship To AOC-NON\_PO  
Description Scanner Delivery 1167-1269-5

☐ One Asset

Calculate

### Distribution Lines

Personalize | Find | View All | First 1 of 1 Last

GL Chart		Exchange Rate		Statistics		Assets								
Copy Down	Line	*GL Unit	Batch Agy	Approp Yr	PCA	Account▲	Merchandise Amt	Budget Date	Program	Fund	Approp Number	Quantity	Dept	PC Bus Unit
<input type="checkbox"/>		1 MDJUD	C25	AY2018	60091	0301	15.61	09/19/2017	B006	0001	A0006			

Save

Return to Search Notify Refresh

Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary



# Dates—Voucher 00378126—Prior AY

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry > Regular Entry



Summary Related Documents **Invoice Information** AOC MD Payment Payments Voucher Attributes Error Summary

Business Unit MDJUD  
Voucher ID 00378126  
Voucher Style Regular Voucher  
Invoice Date 08/31/2017

Invoice No 431056  
**Accounting Date** 10/16/2017  
Pay Terms NET00 Due Now  
Basis Date Type Acct Date

**Invoice Total**

Line Total	1,130.70
*Currency	USD
Miscellaneous	
Freight	
Total	1,130.70
Difference	0.00

Session Defaults  
Comments(0)  
Attachments (1)  
Approval History

**CAS SEVERN INC**  
Vendor ID 0000005202  
ShortName CASSEVERN-001  
Location 000  
\*Address 1

Control Group A224-FY18  
☐ Accrual Voucher

Save

Action ▾

Run

Calculate

Print

► Copy From Source Document

Invoice Lines ?

Find | View All First 1 of 1 Last

**Line 1**  
\*Distribute by Amount ▾  
Item  
Quantity 1.0000  
UOM AMT  
Unit Price 1,130.70000  
Line Amount 1,130.70

Calculate

SpeedChart  
Ship To JIS - MAIN  
Description Optional Services - Ad-hoc sup

**Purchase Order**

MDJUD|0000062538|61  
Associate Receiver(s)

☒ Amount Only

☐ One Asset

▼ Distribution Lines

Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	*GL Unit	Batch Agg	<b>Approp Yr</b>	PCA	Account	Merchandise Amt	<b>Budget Date</b>	Program	Fund	Approp Number	Quantity	Dept	PC Bus Unit
<input type="checkbox"/>		1 MDJUD	C25	AY2017	90001	0898	1,130.70	10/16/2017	B009	0001	A0009	1.0000		

Save

Return to Search Notify Refresh

Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

# Accounting Structure





- Batch County/Agency Code (3) – Expenditure = C25 for all but District Court  
District Court = C50 only  
Revenue = CXX based on County
- Appropriation (AXXXX) – Judiciary Program Number, A0006 AOC
- Sub-Program (4) – Based on Funding Type, subcategory of Program, B006 AOC
- PCA (5) – Expenditure and Revenue have different PCAs, 60091 AOC DBF
- Fund (4) – General, Federal, Special, and Reimbursable, 0001 General Funds
- Account Class (4) – Category, 0900 Supplies & Materials
- Account (4) – Specific Account number, 0902 Supplies



# Accounting Code Structure

Finance Agency	C00	
BC Batch County	C00 - C79 C00-C24, C25, C36 C50, C51-C74, C76, C77	Circuit Court Clerks, Expenditures, Rev Adjs District Court Expenditures, District Court, Rev Adjs, MATS
Appropriation	A0001 A0003 A0004 A0006 A0010	Court of Appeals Circuit Court Judges District Court, Drug Court, Federal Funds AOC-Administrative Offices of the Court Circuit Courts
Sub Programs/Programs	B001 B003, C003, D003 B004, B044, B045 B006, G08A A015, J090, Z260	Court of Appeals Circuit Court Judges, Law Clerks, Masters District Court, Drug Court Federal Funds AOC, Grants Circuit Court Locations
PCA Program Cost Account  60091 60 09 1 Program-60 Location-09 Fund-1	10001, 10061, 10091 30001, 30019, L3021 40501, 52441, 52449	Court of Appeals Admin, Court of Appeals, State Reporter's Office Circuit Court Judges Admin, CC Masters CSEA Reimb., Law Clerk District Court, Drug Court, Drug Court Federal Funds
Fund	0001 0003, 3003, 3008, 3037 0005 0009	General Funds Special Funds Federal Funds Reimbursable Funds
Account Class	0400 0300 0900 1300	Travel Communications Supplies and Materials Fixed Charges
Account	0401 0301 0902 1301	In State Routine Travel Postage General Office Supplies Rent

# **Commitment Control KK**

## **Review and Reports**



## There are many different ways to get information:

Review – onscreen

### Commitment Control - KK

- Budget Overview

### General Ledger - GL

- Ledger

Report – Printable, Email or Export to Excel

### Commitment Control - KK

- Budget Status Report

### General Ledger - GL

- Trial Balance Report
- Detail Trial Balance Report - Expenditures



- Budgets Overview is an online inquiry tool that provides summary and detailed information about activity in expense accounts.
- It allows users to drill into source transactions within Budget, Pre-encumbrances, Encumbrances, and Expenses.
- *KK>Review Budget Activities>Budgets Overview>Budget Inquiry Criteria*



# Budget Overview Inquiry Criteria

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budgets Overview



## Budget Inquiry Criteria

### Budget Overview

Inquiry KKBASIC

Description



Amount Criteria

Search

Clear

Reset

Ledger/Activity Log Integrity

Act Log Internal Integrity

#### Budget Type

\*Business Unit MDJUD

Ledger Group/Set Ledger Group

Ledger Group OPER\_DTL

☐ View Stat Code Budgets



☐ Display Chart

Operating Detail Ledger Group

#### Time Span

\*Type of Calendar Detail Budget Period

#### Budget Criteria

Personalize | Find | View All |

First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPER_DTL	BY	2018	2018	<input type="checkbox"/>	<input type="checkbox"/>

#### ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	0301	0397			Update/Add
Batch Agy	%	%			Update/Add
PCA	60091	%			Update/Add
Fund	%	%			Update/Add
Approp Number	%	%			Update/Add
Program	%	%			Update/Add
Approp Yr	AY2018	%			Update/Add

#### Budget Status

- ☒ Open
- ☒ Closed
- ☐ Hold

Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

# Budget Overview Inquiry Results

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budgets Overview



## Inquiry Results

Business Unit MDJUD

Ledger Group OPER\_DTL Operating Detail Budget Def

Type of Calendar Detail Budget Period

Amounts in Base Currency USD

Revenue Associated: ☐

[Return to Criteria](#)


Max Rows







[Display Options](#)

### Ledger Totals (3 Rows)

Budget	23,300.00	Net Transfers	0.00
Expense	1,287.97		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	22,012.03		
Associate Revenue	0.00		
Available Budget	22,012.03		

### Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#) |  |  First  Last

			Budget Period▲	Approp Yr▲	PCA	Account▲	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Ledger Group
1			2018	AY2018	60091	0301	21,000.00	0.00	0.00	107.02	20,892.98	OPER_DTL
2			2018	AY2018	60091	0302	0.00	0.00	0.00	1.40	-1.40	OPER_DTL
3			2018	AY2018	60091	0306	2,300.00	0.00	0.00	1,179.55	1,120.45	OPER_DTL
<div><div>&lt;</div><div></div><div>&gt;</div></div>												

[Return to Criteria](#) \*Notes

# Budget Overview Inquiry Results

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

**GEARS**  
MARYLAND JUDICIARY

**Inquiry Results**

Business Unit MDJUD  
 Ledger Group OPER\_DTL Operating Detail Budget Def  
 Type of Calendar Detail Budget Period  
 Amounts in Base Currency USD  
 Revenue Associated: ☐

[Return to Criteria](#)    Max Rows     [Display Options](#)

**Ledger Totals (3 Rows)**

	Budget	Expense	Encumbrance	Pre-Encumbrance	Budget Balance	Associate Revenue	Available Budget
	23,300	1,287	0	0	22,012	0	22,012

**Budget Overview Results**

	Budget Period	Approp Yr	PCA	Account	Budget					
1	2018	AY2018	60091	0301	21,000.00	0.00	0.00	107.02	20,892.98	OPER_DTL
2	2018	AY2018	60091	0302	0.00	0.00	0.00	1.40	-1.40	OPER_DTL
3	2018	AY2018	60091	0306	2,300.00	0.00	0.00	1,179.55	1,120.45	OPER_DTL

[Return to Criteria](#)    \*Notes

**Activity Log**

Ledger OP\_DTL\_EXP

Activity Log    Personalize | Find | View All | First 1-6 of 6 Last

Tran Date	Tran Line	Document Label	Document ID	Year	Budget Period	Approp Yr	PCA	Account	Monetary Amount	Period	Fund	Batc Agy
07/24/2017		1 Voucher ID:	00356454	2018	2018	AY2018	60091	0301	26.41	1	0001	C25
09/05/2017		1 Voucher ID:	00366975	2018	2018	AY2018	60091	0301	10.24	3	0001	C25
09/19/2017		1 Voucher ID:	00371326	2018	2018	AY2018	60091	0301	15.61	3	0001	C25
10/02/2017		1 Voucher ID:	00374533	2018	2018	AY2018	60091	0301	6.69	4	0001	C25
10/13/2017		1 Voucher ID:	00377841	2018	2018	AY2018	60091	0301	6.54	4	0001	C25
10/16/2017		1 Voucher ID:	00378183	2018	2018	AY2018	60091	0301	41.53	4	0001	C25

OK



# Activity – Budget Overview

Set up a **Budget Overview** run control for your location using the following parameters -

- Budget Period - current year 2019
- PCA – for your location
- Accounts – 0101 through 1446
- Drill into an Pre-Encumbrance to review Requisitions
- Drill into an Encumbrance to review Purchase Orders
- Drill into an Expense to review vouchers/journals

- This is similar to the Budget Overview providing a static view (snapshot of time) of budget information.
- Displays the budget, pre-encumbrance, encumbrance, expense and remaining budget.
- Allows user to have a printable report of the Budget Overview information.
- *Commitment Control>Budget Reports> Budget Status*



# KK - Budget Status Report

## Run Control

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Reports ▾ > Budget Status



### Commitment Control Budget Status Report

Run Control ID KK\_\_Auto\_Recon

Report Manager Process Monitor

Run

Language **English** ▾

#### Report Request Parameters

\*Unit MDJUD 🔍

Administrative Office of Court

\*Ledger Group OPER\_DTL 🔍

Operating Detail Ledger Group

Refresh

#### ChartField Selection

Personalize | Find | 📄 | 📊

First ⏪ 1-14 of 14 ⏩ Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Approp Year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AY2018 🔍	AY2018 🔍
2	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60091 🔍	60091 🔍
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0301 🔍	0397 🔍
	Activity	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Department	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Batch Agency	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>	2018 🔍	2018 🔍
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Project	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Source Type	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍

Save Return to Search

Add Update/Display

# KK - Budget Status Report

Report ID: GLS8020  
 Bus. Unit: MDJUD--Administrative Office of Court  
 Ledger Grp: OPER\_DTL -- Operating Detail Ledger Group  
 Currency : USD  
 Chartfields Criteria  
 Approp Yr: AY2018      PCA: 60091      Account: 0301 to 0397

Page No. 1  
 Run Date 11/06/2017  
 Run Time 14:30:30

<u>Approp Yr</u>	<u>PCA</u>	<u>Account</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
AY2018	60091	0301 Postage	21,000.00	0.00	0.00	0.00	107.02	20,892.98
AY2018	60091	0302 Telephone	0.00	0.00	0.00	0.00	1.40	-1.40
AY2018	60091	0306 Cell Phones	2,300.00	0.00	0.00	0.00	1,179.55	1,120.45
		Subtotal for Approp Yr AY2018 :	23,300.00	0.00	0.00	0.00	1,287.97	22,012.03
		Grand Total :	23,300.00	0.00	0.00	0.00	1,287.97	22,012.03

# Activity – Budget Status Report

Set up a **Budget Status Report** run control for your location using the following parameters –

- Budget Period – current year 2019
- PCA – for your location
- Accounts – 0101 through 1446
- View report on Screen in a PDF format

# General Ledger – GL Review and Reports



- GL Ledger Inquiry is an online inquiry tool that shows information posted to the general ledger.
- Most journals in the general ledger are a combination of entries with various PCAs and journals are secured by chartfield security, which can not be accessed by all. Chartfield security is tied directly to your PCA access.

(DBF staff can drill into the journals.)

- *General Ledger > Review Financial Information > Ledger*



# GL – Ledger Inquiry

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Ledger



## Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

### Ledger Criteria

<b>Inquiry Name</b> BASIC	<b>*Unit</b> MDJUD <input type="text"/>	<b>*Ledger</b> ACTUALS <input type="text"/>	<b>*Fiscal Year</b> 2018 <input type="text"/>	<b>*From Period</b> 1 <input type="text"/>	<b>*To Period</b> 12 <input type="text"/>	<b>Currency</b> <input type="text"/>
				<b>Stat Code</b> <input type="text"/>	<b>Date Code View</b> <input type="text"/>	
<input type="checkbox"/> Show YTD Balance <input checked="" type="checkbox"/> Show Transaction Details				<input type="checkbox"/> Include Closing Adjustments <input type="checkbox"/> Only in Base Currency		<b>Max Ledger Rows</b> <input type="text" value="100"/>

Search

Clear

Delete

### Chartfield Criteria

Personalize | Find | | | First 1-12 of 12 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	0301 <input type="text"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account	60091 <input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Approp Year	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Save | Return to Search | Notify

Include Adjustment Periods	
Sel	Period
<input checked="" type="checkbox"/>	998

Add | Update/Display



# GL – Ledger Inquiry

[Favorites](#) | 
 [Main Menu](#) | 
 [General Ledger](#) | 
 [Review Financial Information](#) | 
 [Ledger](#)

---

**GEARS**  
MARYLAND JUDICIARY

Ledger Inquiry

Transaction Details

[Ledger Criteria](#)  
 Go To [Inquiry Criteria](#)

Transaction Criteria

Transaction Details Find | View 1 First 1-3 of 3 Last

**Ledger by Period and Chartfields** Personalize | Find | 1 of 1

Period	Account	Account Description	Stat
1 0301		Postage	

Amount (in Transaction Currency) 26.41 USD Amount (in Base Currency) 26.41 USD

**Journals** Personalize | Find | 1 of 1 Last

Journal ID	Line Descr	Date	Seq	Stat Amt N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0154206	AP Accruals	07/24/2017		0.00 N	26.41	USD	26.41	USD

**Ledger by Period and Chartfields** Personalize | Find | 1 of 1

Period	Account	Account Description	Stat
3 0301		Postage	

Amount (in Transaction Currency) 25.85 USD Amount (in Base Currency) 25.85 USD

**Journals** Personalize | Find | 1-2 of 2 Last

Journal ID	Line Descr	Date	Seq	Stat Amt N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0158188	AP Accruals	09/13/2017		0.00 N	10.24	USD	10.24	USD
APA0159227	AP Accruals	09/27/2017		0.00 N	15.61	USD	15.61	USD

**Ledger by Period and Chartfields** Personalize | Find | 1 of 1

Period	Account	Account Description	Stat
4 0301		Postage	

Amount (in Transaction Currency) 54.76 USD Amount (in Base Currency) 54.76 USD

**Journals** Personalize | Find | 1-3 of 3 Last

Journal ID	Line Descr	Date	Seq	Stat Amt N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0160417	AP Accruals	10/12/2017		0.00 N	6.69	USD	6.69	USD
APA0161506	AP Accruals	10/27/2017		0.00 N	41.53	USD	41.53	USD
APA0161620	AP Accruals	10/30/2017		0.00 N	6.54	USD	6.54	USD

[Save](#) | 
 [Return to Search](#) | 
 [Notify](#) | 
 [Add](#) | 
 [Update/Display](#)

Set up a **Ledger Inquiry** run control for your location using the following parameters –

- Budget Period – current year 2019
- Period – 1 through 4
- PCA – for your location
- Account – 0301, try two other accounts used at your location

- Report that shows summary balance information.
  - Prints YTD debit and credit totals through monthly period selected (they are not netted).
- Does not show budget information.
- Allows user to see all summary level activity posted to the General Ledger (JGEN).
- *GL>General Reports>Trial Balance*



# Trial Balance Run Control

Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Trial Balance



## Trial Balance Report

Run Control ID Basic

Report Manager Process Monitor

Run

Language English ▾

### Report Request Parameters

Unit MDJUD 🔍

\*Ledger ACTUALS 🔍

#### Include Adjustment Periods

Fiscal Year 2018

Period 12

Adjustment Period

Currency Option Base ▾

Currency 🔍

1 ▾ + -

☐ Display Full Numeric Field

Date Code All ▾

Refresh

### ChartField Selection

Personalize | Find | 🔍 | 📄 | 📅 First 1-14 of 14 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AY2018 🔍	AY2018 🔍
2	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
3	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
4	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60091 🔍	60091 🔍
5	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0301 🔍	0397 🔍
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Batch Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🔍	🔍

Save Return to Search Previous in List Next in List Notify

Add Update/Display

# Trial Balance Report

<p>Report ID: GLS7012</p> <p>Bus. Unit: MDJUD--Administrative Office of Court</p> <p>Ledger: ACTUALS -- Actuals Ledger</p> <p>As of Year 2018 and Period 12</p> <p>Base Currency: USD</p>	<p>PeopleSoft GL</p> <p>TRIAL BALANCE</p>	<p>Page No. 1</p> <p>Run Date 11/06/2017</p> <p>Run Time 15:09:35</p> <p>Prce Instance: 1463945</p>
---	---	---

<u>Approp Yr</u>	<u>Fund</u>	<u>Approp Number</u>	<u>PCA</u>	<u>Account</u>	<u>Cur</u>	<u>Transaction Debit</u>	<u>Transaction Credit</u>
AY2018	0001	A0006	60091	AOC BUDGET AND FINANCE	USD	107.02	0.00
				0301 Postage			
				0302 Telephone	USD	1.40	0.00
				0306 Cell Phones	USD	1,179.55	0.00
<u>Total for PCA 60091</u>						<u>1,287.97</u>	<u>0.00</u>
<u>Total for Approp Yr AY2018</u>						<u>1,287.97</u>	<u>0.00</u>
Total for Ledger						USD 1,287.97	0.00

Set up a **Trial Balance** run control for your location using the following parameters –

- Budget Period – current year 2019
- Period – 3
- Show the following on your report
  - ✓ Approp Year
  - ✓ PCA – *show description and subtotal amounts*
  - ✓ Account – *show description*
- Approp Year – AY2019
- Accounts – 0101 through 1446

- Customized report that shows all posted details to the General Ledger that are part of the balance as requested in the report parameters.
- Does not show budget information.
- This report was designed to provide the same information as the previously distributed reports (DAE100).



❖ *WARNING: Be sure to review your parameter selection when using this tool. These reports can become very large and can affect system performance!*

- *GL>General Reports>GL Trial Balance Detail Report*

# Detail Trial Balance

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > General Reports ▾ > GL Trial Balance Detail Report



## GL Trial Balance Detail Report

Run Control ID Basic

Report Manager

Process Monitor

Run

Process Instance:1463965

### Report Request Parameters

#### GL Trial Balance Detail Report

\*Business Unit: MDJUD 🔍 \*Ledger: ACTUALS 🔍 \*Fiscal Year: 2018 🔍 Approp Year (eg: AY2018 AY2000): 🔍  
\*Accounting Period From: 1 \*Accounting Period To: 12  
\*Batch Agency From: C25 🔍 \*Batch Agency To: C25 🔍  
\*PCA From: 60091 🔍 \*PCA To: 60091 🔍  
Account From: 0301 🔍 Account To: 0397 🔍  
Project ID From: 🔍 Project ID To: 🔍

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display



# Detail Trial Balance Report



## AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS\_UNIT: MDJUD  
LEDGER: ACTUALS  
BATCH AGENCY FROM: C25  
PCA FROM: 60091  
ACCOUNT FROM: 0301  
FISCAL YEAR: 2018  
BATCH AGENCY TO: C25  
PCA TO: 60091  
ACCOUNT TO: 0397

PAGE NO: 1  
RUN DATE: 06-NOV-2017

<u>BATCH</u>	<u>DOC NBR</u>	<u>VOUCHER</u>	<u>INVOICE</u>	<u>JRNL DATE</u>	<u>PCA</u>	<u>ACCOUNT</u>	<u>TRANS AMT</u>	<u>CUSTOMER/VENDOR</u>	<u>PROJECT</u>	<u>JRNL ID</u>	<u>LINE</u>	<u>PD</u>	<u>ACCT DT</u>	<u>APPROP YR</u>
C25	VZA02513	00356454	5-868-70632	07/24/2017	60091	0301	26.41	FEDEX		APA0154206	2	1	07/24/2017	AY2018
				0301		Monthly Activity:	26.41							
C25	VZA11809	00366975	5-913-21959	09/13/2017	60091	0301	10.24	FEDEX		APA0158188	1	3	09/05/2017	AY2018
C25	VZA14505	00371326	5-926-55471	09/27/2017	60091	0301	15.61	FEDEX		APA0159227	3	3	09/19/2017	AY2018
				0301		Monthly Activity:	25.85							
C25	VZA17208	00374533	5-941-48442	10/12/2017	60091	0301	6.69	FEDEX		APA0160417	1	4	10/02/2017	AY2018
C25	VZA20807	00377841	5-955-50920	10/30/2017	60091	0301	6.54	FEDEX		APA0161620	1	4	10/13/2017	AY2018
C25	VZA21108	00378183	5-956-02951	10/27/2017	60091	0301	41.53	FEDEX		APA0161506	7	4	10/16/2017	AY2018
				0301		Monthly Activity:	54.76							
				0301		Beginning Balance:	0.00							
				0301		Period Activity:	107.02							
				0301		Ending Balance:	107.02							
C25	VZA18331	00375646	1743926641	10/17/2017	60091	0302	1.40	WEST UNIFIED COMMUNI		APA0160698	4	4	10/05/2017	AY2018
				0302		Monthly Activity:	1.40							
				0302		Beginning Balance:	0.00							
				0302		Period Activity:	1.40							
				0302		Ending Balance:	1.40							

# Detail Trial Balance Report



## AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS UNIT: MDJUD

LEDGER: ACTUALS

BATCH AGENCY FROM: C25

PCA FROM: 60091

ACCOUNT FROM: 0301

BATCH DOC NBR VOUCHER INVOICE

FISCAL YEAR: 2018

BATCH AGENCY TO: C25

PCA TO: 60091

ACCOUNT TO: 0397

PERIOD FROM: 1

PERIOD TO: 12 APPROP YEAR: AY2018

PAGE NO: 2

RUN DATE: 06-NOV-2017

<u>BATCH</u>	<u>DOC</u>	<u>NBR</u>	<u>VOUCHER</u>	<u>INVOICE</u>	<u>JRNL DATE</u>	<u>PCA</u>	<u>ACCOUNT</u>	<u>TRANS AMT</u>	<u>CUSTOMER/VENDOR</u>	<u>PROJECT</u>	<u>JRNL ID</u>	<u>LINE</u>	<u>PD</u>	<u>ACCT DT</u>	<u>APPROP YR</u>
C25	VZA03503	00358584	9789790927		08/01/2017	60091	0306	102.10	VERIZON WIRELESS		APA0154465	12	2	08/01/2017	AY2018
C25	VZA05001	00360744	870958191		08/08/2017	60091	0306	84.00	AT&T MOBILITY		APA0155225	8	2	08/08/2017	AY2018
C25	VZA09901	00366226	9791538184		08/31/2017	60091	0306	102.10	VERIZON WIRELESS		APA0157339	17	2	08/30/2017	AY2018
0306 Monthly Activity:								288.20							
C25	VZA11703	00368717	870958191		09/12/2017	60091	0306	84.00	AT&T MOBILITY		APA0158079	17	3	09/11/2017	AY2018
0306 Monthly Activity:								84.00							
C25	VZA17501	00374754	9793293537		10/04/2017	60091	0306	102.10	VERIZON WIRELESS		APA0159683	13	4	10/03/2017	AY2018
C25	VZA18901	00376696	870958191		10/11/2017	60091	0306	84.00	AT&T MOBILITY		APA0160305	21	4	10/10/2017	AY2018
0306 Monthly Activity:								186.10							
C25	VZA24402	00382747	9795060079		11/03/2017	60091	0306	621.25	VERIZON WIRELESS		APA0162066	16	5	11/02/2017	AY2018
0306 Monthly Activity:								621.25							
0306 Beginning Balance:								0.00							
0306 Period Activity:								1,179.55							
0306 Ending Balance:								1,179.55							

Ending Balance Grand Total: 1,287.97

# Previous KK – Budget Overview

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

**GEARS**  
MARYLAND JUDICIARY

**Inquiry Results**

Business Unit MDJUD  
 Ledger Group OPER\_DTL Operating Detail Budget Def  
 Type of Calendar Detail Budget Period  
 Amounts in Base Currency USD  
 Revenue Associated: ☐

[Return to Criteria](#)    Max Rows     [Display Options](#)

**Ledger Totals (3 Rows)**

	Budget	Expense	Encumbrance	Pre-Encumbrance	Budget Balance	Associate Revenue	Available Budget
	23,300	1,287	0	0	22,012	0	22,012

**Budget Overview Results**

	Budget Period	Approp Yr	PCA	Account	Budget				
1	2018	AY2018	60091	0301	21,000.00	0.00	0.00	107.02	20,892.98 OPER_DTL
2	2018	AY2018	60091	0302	0.00	0.00	0.00	1.40	-1.40 OPER_DTL
3	2018	AY2018	60091	0306	2,300.00	0.00	0.00	1,179.55	1,120.45 OPER_DTL

[Return to Criteria](#)    \*Notes

**Activity Log**

Ledger OP\_DTL\_EXP

Personalize | Find | View All | | | First | 1-6 of 6 | Last


Tran Date	Tran Line	Document Label	Document ID	Year	Budget Period	Approp Yr	PCA	Account	Monetary Amount	Period	Fund	Batch	Agency
07/24/2017		1 Voucher ID:	00356454	2018	2018	AY2018	60091	0301	26.41	1	0001		C25
09/05/2017		1 Voucher ID:	00366975	2018	2018	AY2018	60091	0301	10.24	3	0001		C25
09/19/2017		1 Voucher ID:	00371326	2018	2018	AY2018	60091	0301	15.61	3	0001		C25
10/02/2017		1 Voucher ID:	00374533	2018	2018	AY2018	60091	0301	6.69	4	0001		C25
10/13/2017		1 Voucher ID:	00377841	2018	2018	AY2018	60091	0301	6.54	4	0001		C25
10/16/2017		1 Voucher ID:	00378183	2018	2018	AY2018	60091	0301	41.53	4	0001		C25

OK

# Previous GL – Ledger Inquiry

[Favorites](#) | [Main Menu](#) | [General Ledger](#) | [Review Financial Information](#) | [Ledger](#)

---



Ledger Inquiry

Transaction Details

[Ledger Criteria](#)

[Go To](#) | [Inquiry Criteria](#)

Transaction Criteria

[Find](#) | [View 1](#) | First | **1-3 of 3** | Last

---

**Ledger by Period and Chartfields** [Personalize](#) | [Find](#) | [1 of 1](#)

Period	Account	Account Description	Stat
1 0301		Postage	

Amount (in Transaction Currency) 26.41 USD    Amount (in Base Currency) 26.41 USD

**Journals** [Personalize](#) | [Find](#) | [1 of 1](#) | First | Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (In Transaction Currency)	Currency	Amount (In Base Currency)	Base Currency
APA0154206	AP Accruals	07/24/2017		0.00	N	26.41	USD	26.41	USD

---

**Ledger by Period and Chartfields** [Personalize](#) | [Find](#) | [1 of 1](#)

Period	Account	Account Description	Stat
3 0301		Postage	

Amount (in Transaction Currency) 25.85 USD    Amount (in Base Currency) 25.85 USD

**Journals** [Personalize](#) | [Find](#) | [1-2 of 2](#) | First | Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (In Transaction Currency)	Currency	Amount (In Base Currency)	Base Currency
APA0158188	AP Accruals	09/13/2017		0.00	N	10.24	USD	10.24	USD
APA0159227	AP Accruals	09/27/2017		0.00	N	15.61	USD	15.61	USD

---

**Ledger by Period and Chartfields** [Personalize](#) | [Find](#) | [1 of 1](#)

Period	Account	Account Description	Stat
4 0301		Postage	

Amount (in Transaction Currency) 54.76 USD    Amount (in Base Currency) 54.76 USD

**Journals** [Personalize](#) | [Find](#) | [1-3 of 3](#) | First | Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (In Transaction Currency)	Currency	Amount (In Base Currency)	Base Currency
APA0160417	AP Accruals	10/12/2017		0.00	N	6.69	USD	6.69	USD
APA0161506	AP Accruals	10/27/2017		0.00	N	41.53	USD	41.53	USD
APA0161620	AP Accruals	10/30/2017		0.00	N	6.54	USD	6.54	USD

[Save](#) | [Return to Search](#) | [Notify](#)

[Add](#) | [Update/Display](#)

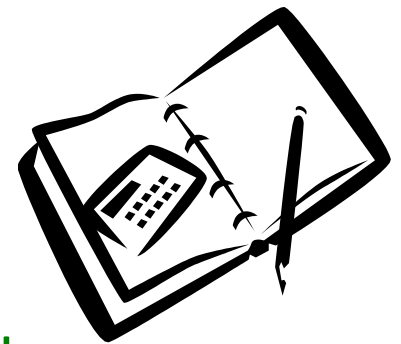
Set up a **Detail Trial Balance** run control for your locations using the following parameters –

- Budget Period – current year 2019
- Approp Year – AY2019
- Accounting Period From 1 through 6
- Batch County C25= AOC or C50=DC
- PCA – for your location
- Account 0301, try two others accounts

# Journal Entries




- Journal Entry/Expenditure Adjustments are processed to reclass funds. For example:
  - Change the coding on an already posted voucher
    - Correct Appropriation Year
    - Correct Account Code and/or PCA
  - Reclass P-Card transactions from 0995
  - Expenditure Journals now require approval
  - Journal should always have an attachment – backup for journal (only PDF)
- GL>Journals>Journal Entry>Create/Update Journal Entries





# Journal Entry – Date

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

 **GEARS**  
MARYLAND JUDICIARY



## Create/Update Journal Entries

Business Unit    
Journal ID   
Journal Date  

Current Date

[Find an Existing Value](#) | [Add a New Value](#)

## Create/Update Journal Entries


Business Unit    
Journal ID   
Journal Date  

Year-end date




# Journal Entry – Header Page

**Favorites** ▾ **Main Menu** ▾ > **General Ledger** ▾ > **Journals** ▾ > **Journal Entry** ▾ > **Create/Update Journal Entries**

 **GEARS**  
MARYLAND JUDICIARY

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

**Unit** MDJUD **Journal ID** NEXT **Date** 03/31/2016


**Long Description**    
226 characters remaining


**\*Ledger Group**  **Adjusting Entry** ☐ **Non-Adjusting Entry** ☐

**Ledger**  **Fiscal Year**

**\*Source**  **Period**

**Reference Number**  **ADB Date**

**Journal Class**  

**Transaction Code**  

**SJE Type**  ▾

**Currency Defaults:** USD / CRRNT / 1

**Attachments** (0)

**Reversal:** Do Not Generate Reversal

☐ **Auto Generate Lines**

☐ **Save Journal Incomplete Status**

☐ **Autobalance on 0 Amount Line**






☐ **CTA**

**Commitment Control**

**Entered By** JAYNISE.HALL **Jaynise Hall**

**Entered On**

**Last Updated On**

 **Save**  **Notify**  **Refresh**  **Add**  **Update/Display**

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry - Lines Page

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: MDJUD Journal ID: 0000118545 Date: 03/31/2016 ☐ Errors Only

[Template List](#)

[Search Criteria](#)

[Change Values](#)

Inter/IntraUnit

\*Process:

Edit Journal

Process

Line: 10

Lines												Personalize	Find	?			
Select	Line▲	*Unit	SpeedType	Batch Agy	Fund	Approp Number	Program▲	PCA▼	Approp Yr	Account	Amount	*Led					
<input type="checkbox"/>	1	MDJUD		C25	0001	A0006	B006	60091	AY2016	0902	33.33	ACT					
<input type="checkbox"/>	2	MDJUD		C25	0001	A0006	B006	60091	AY2016	0995	-33.33	ACT					
												<					>

Lines to add:

1 + -

Totals						Personalize   Find   View All	First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status				
MDJUD	2	33.33	33.33	V	V				


Save Notify Refresh

Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry – Header Page



Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

 **GEARS**  
MARYLAND JUDICIARY




Header Lines Totals Errors Approval

Unit MDJUD Journal ID NEXT Date 03/31/2016  
Template List Change Values

Inter/IntraUnit \*Process Edit Journal Process

▼ Lines Personalize Find  

Select	Line	*Unit	SpeedType	Batch Agy	Approp Number	Program	Fund	PCA	Approp Yr	Account	Amount	Currency
<input type="checkbox"/>	1	MDJUD	60091	C25	A0006	B006	0001	60091	AY2016	0902	33.33	USD
<input type="checkbox"/>	2	MDJUD		C25	A0006	B006	0001	60091	AY2016	0995	-33.33	USD

Lines to add 1   

▼ Totals

Unit	Total Lines
MDJUD	2

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Message

Warning -- All online journals should have at least one attachment. (20000,181)

All online journals should have at least one attachment. This journal has no attachment. Continue to save?

OK Cancel

# Journal Entry – Submit Approval Request

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval** New Window

Unit: MDJUD      Journal ID: 0000118545      Date: 03/31/2016      Submit

**Approval Status** Find First 1 of 1 Last

Unit: MDJUD  
Approval Check Active: Y  
Approval Status: Pending Approval  
Approval Action: Approve ▼  
Deny Comments:

**All 'ONL' Approvals**

Unit MDJUD, ID 0000118545, Date 2016-03-31, Line Unit MDJUD: Pending

Local PCA Approvals

Pending

Multiple Approvers  
GL Journal ONL Approvers

**Approval History**

Save Notify Refresh Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry – Approval Email

-----Original Message-----

From: [Tammy.Sitar@mdcourts.gov](mailto:Tammy.Sitar@mdcourts.gov) [mailto:[Tammy.Sitar@mdcourts.gov](mailto:Tammy.Sitar@mdcourts.gov)]

Sent: Monday, March 28, 2016 12:34 PM

To: Darla McLaughlin <[Darla.McLaughlin@mdcourts.gov](mailto:Darla.McLaughlin@mdcourts.gov)>

Subject: Journal ID "0000120504" Business Unit "MDJUD" Has Been "Approved"

The following journal has been "Approved".

Business Unit:	MDJUD
Journal ID:	0000120504
Journal Date:	2016-03-01
Line Business Unit:	MDJUD

You can navigate directly to the journal entry page for more information by clicking the link below.

[https://gears.mdcourts.gov/psp/fsprd/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_APPROVAL.GBL?](https://gears.mdcourts.gov/psp/fsprd/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_APPROVAL.GBL?)

[Page=JOURNAL\\_APPROVAL&Action=U&BUSINESS\\_UNIT=MDJUD&JOURNAL\\_ID=0000120504&JOURNAL\\_DATE=2016-03-01&BUSINESS\\_UNIT\\_LN=MDJUD](https://gears.mdcourts.gov/psp/fsprd/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_APPROVAL.GBL?Page=JOURNAL_APPROVAL&Action=U&BUSINESS_UNIT=MDJUD&JOURNAL_ID=0000120504&JOURNAL_DATE=2016-03-01&BUSINESS_UNIT_LN=MDJUD)

# Journal Entry – Status Approved

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

 New Window

Header Lines Totals Errors **Approval**

Unit: MDJUD Journal ID: 0000118545 Date: 03/31/2016

Submit

## Approval Status

Find First 1 of 1 Last

Unit: MDJUD

Approval Check Active: Y

Approval Status: Approved to Post

Approval Action:

Deny Comments:

## All 'ONL' Approvals

Unit MDJUD, ID 0000118545, Date 2016-03-31, Line Unit MDJUD: **Approved**

### Local PCA Approvals


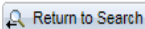
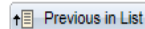
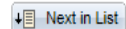


**Approved**





Tammy Sitar

GL Journal ONL Approvers  
03/31/16 - 1:55 PM

### Approval History

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

 Add  Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry - Posted

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: MDJUD Journal ID: 0000118545 Date: 03/31/2016 ☐ Errors Only

[Template List](#)

[Search Criteria](#)

\*Process: Post Journal

Process

Line: 10

Lines												Personalize	Find		
Select	Line▲	Unit	SpeedType		Batch Agy	Fund	Approp Number	Program▲	PCA▼	Approp Yr	Account	Amount	Ledger		
<input type="checkbox"/>	1	MDJUD			C25	0001	A0006	B006	60091	AY2016	0902	33.33	ACTUAL		
<input type="checkbox"/>	2	MDJUD			C25	0001	A0006	B006	60091	AY2016	0995	-33.33	ACTUAL		
<div><div>&lt;</div><div></div><div>&gt;</div></div>															

Totals				Personalize   Find   View All    First 1 of 1 Last	
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	33.33	33.33	P	V

Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Entry – Lines Page – Between Funds

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: MDJUD Journal ID: 0000114523 Date: 12/17/2015 ☐ Errors Only

[Template List](#)

[Search Criteria](#)

\*Process: Edit Journal

Process

Line: 10

Select	Line	Unit	SpeedType	Batch Agy	Fund	Approp Number	Program	PCA	Approp Yr	Account	Amount	Ledge
<input type="checkbox"/>	1	MDJUD		C25	0001	A0010	J090	J0900	AY2016	0902	-44.44	ACT
<input type="checkbox"/>	2	MDJUD		C25	0001	A0010	J090	J0900	AY2016	0912	33.33	ACT
<input type="checkbox"/>	3	MDJUD		C25	3003	A0010	J092	J0923	AY2016	0912	11.11	ACT
<input type="checkbox"/>	4	MDJUD			0001					2402	11.11	ACT
<input type="checkbox"/>	5	MDJUD			3003					2402	-11.11	ACT

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	5	55.55	55.55	P	V

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



# Journal Entry - Description

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Home



## Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

### ▼ Search Criteria

Use Saved Search: ▾

Business Unit	= ▾	MDJUD	🔍
Journal ID	begins with ▾		
Journal Date	> ▾	01/01/2018	📅
Ref Doc	begins with ▾		
Line Business Unit	= ▾		🔍
Journal Header Status	= ▾		▾
Budget Checking Header Status	= ▾		▾
Source	= ▾	ONL	🔍
Entered By	begins with ▾	JAYNISE.HALL	🔍
Attachment Exist	= ▾		▾

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

## Search Results

[View All](#)

View All																	First	1 of 1	Last
Business Unit	Journal ID	Journal Date	UnPost	Sequence	Ref Doc	Line	Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	
MDJUD	0000171655	03/15/2018	0		(blank)		MDJUD	Valid	Valid	ACTUALS	ONL	USD	2	222.22	0	March P-card reallocation from JAYNISE.HALL	N		

[Find an Existing Value](#) | [Add a New Value](#)

Prepare a **Journal Entry** to reallocate funds between PCA or accounts, using the following parameters -

## **Programs**

- Speed Type – for your location
- Approp Year – AY2019
- Account from – 0902 = General Office Supplies
- Amount \$22.22
- Account to – 0912 = Small Equipment or Furniture

## **Circuit Court**, to show reallocation between funds

- Speed Type – for your Circuit Court General Funds
- Approp Year – AY2019
- Account from – 0902 = General Office Supplies
- Amount \$44.44
- Speed Type – for your Circuit Court Land Records
- Account to – 0912 = Small Equipment or Furniture

# Purchase Order – PO Reports



# Procurement Reminders –

- Please be sure to run the Req and PO Budgetary Activity Report(s) on a regular basis to assist in the close process.
  - If a requisition has a remaining amount after a PO has been issued, please contact your buyer in Procurement to ensure the requisition is finalized and closed.
  - If a purchase order has a remaining amount, it should be reviewed to determine whether it is valid and should remain open or if it should be closed.
- Before completing the PO close request, please ensure that all vouchers associated with that PO have been processed by accounts payable and are in “submitted to state” status. This can easily be done by reviewing the AOC MD Payment tab of the voucher. If a Ref. Document Number is listed, then the voucher has been submitted to the state for payment. Please process your PO close request each month.

Summary	Related Documents	Invoice Information	AOC MD Payment	Payments	Voucher
Business Unit:	MDJUD	Invoice No:	20170805JW		
Voucher ID:	00370875	Invoice Date:	08/05/2017		
Voucher Style:	Regular Voucher	Gross Invoice Amount:	320.99		
Control Group ID:	A193-FY18	State Status:	Submitted to State		
Ref. Document Number:	VZA19313	AOC Vendor ID:	JA		
		Vendor:	JA		

# Req and PO Budgetary Activity

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Reports ▾ > Req and PO Budgetary Activity



## Req and PO Budgetary Activity

Run Control ID PO\_Basic

Language English ▾

Report Manager Process Monitor

Run

Process Instance: 1466274, 1466275

### Report Request Parameters

\*Business Unit MDJUD

\*Budget Date From 07/01/2017

\*To 06/30/2018

Remaining Amount >

0.010

USD

Business Unit GL MDJUD

### ChartField Sort Options

Personalize | Find | View All |

First 1-2 of 2 Last

*ChartField	Short Name	From ChartField Value	To ChartField Value		
ACCOUNT	Account	0809	0809	+	-
PRODUCT	PCA	60091	60091	+	-

Save Return to Search

### Process Scheduler Request

User ID JAYNISE.HALL

Run Control ID PO\_Basic

Server Name

Run Date 11/21/2017

Recurrence

Run Time 10:37:53AM

Reset to Current Date/Time

Time Zone

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Procurement Budgetary Activity	POS8001	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Requisition Budgetary Activity	POS8002	SQR Report	Web	PDF	Distribution

OK

Cancel

Update/Display

# Req and PO Budgetary Activity

- Requisition Budgetary Activity Report

Report ID: POS8002  
Business Unit: MDJUD  
Account From 0809 To 0809

PeopleSoft Purchasing  
REQUISITION BUDGETARY ACTIVITY REPORT  
Budget Date From 01-JUL-2017 To 30-JUN-2018 Remaining Amount > 0.01  
PCA From 60091 To 60091

Page No. 1  
Run Date: 11/08/2017  
Run Time: 11:26:07

REQ ID	Line\Sched\Dist	Original REQ Amount	-	Liquidated Amount	=	Remaining Amount	PO Amount	Account	PCA
0000006438	2\1\1	346.75		336.00		10.75	336.00	0809	60091
	Totals:	346.75		336.00		10.75	336.00		

- Procurement Budgetary Activity Report

Report ID: POS8001  
Business Unit: MDJUD  
Account From 0809 To 0809

PeopleSoft Purchasing  
PROCUREMENT BUDGETARY ACTIVITY REPORT  
Budget Date From 01-JUL-2017 To 30-JUN-2018 Remaining Amount > 0.01 USD  
PCA From 60091 To 60091

Page No. 1  
Run Date: 11/08/2017  
Run Time: 11:26:07

PO ID	Line/Sched/Dist	Vendor ID	Vendor Name	Original Amt	-	Liquidated Amt	=	Remain Amt	Vouchered Amt	Account	PCA
0000062563	1/1/1	0000008661	CAPITOL DOCUMENT SOLUTI	2,400.00		1,200.00		1,200.00	1,200.00	0809	60091
0000062640	1/1/1	0000000731	XEROX CORPORATION	869.40		289.80		579.60	289.80	0809	60091
0000062640	2/1/1	0000000731	XEROX CORPORATION	336.00		125.26		210.74	125.26	0809	60091
0000062644	1/1/1	0000000731	XEROX CORPORATION	386.40		128.80		257.60	128.80	0809	60091
0000062644	2/1/1	0000000731	XEROX CORPORATION	463.68		32.53		431.15	32.53	0809	60091
0000062644	3/1/1	0000000731	XEROX CORPORATION	798.00		110.49		687.51	110.49	0809	60091
	Totals:			5,253.48		1,886.88		3,366.60	1,886.88		

- The PO Buydown is a tool to help manage your procurement documents (i.e., your purchase orders).
- The PO Buydown allows user to:
  - Identify POs to close
  - See voucher activity on a PO
  - See chartfield coding on a PO
  - See all PO activity for your PCA
- Purchasing>Purchase Orders>Review PO Information>PO Buydown Report



# PO Buydown Criteria

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [PO Buydown Report](#)

Aoc Po Buydown

## Purchase Order Buydown Report

Run Control ID: Basic

[Report Manager](#)

[Process Monitor](#)

[Run](#)

[Run To Excel](#)

### Report Selection Parameters

[Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Field Name	Selection Type	From	To	
<input type="text" value="Vendor Name"/>	<input type="text" value="Value"/>	<input type="text" value="XEROX CORPORATI"/>		<a href="#">+</a> <a href="#">-</a>
<input type="text" value="PO Number"/>	<input type="text" value="Value"/>	<input type="text" value="0000052599"/>		<a href="#">+</a> <a href="#">-</a>
<input type="text" value="Program Cost Account"/>	<input type="text" value="Value"/>	<input type="text" value="60091"/>		<a href="#">+</a> <a href="#">-</a>

### Chartfield Exclusions

[Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Field Name	Selection Type	From	To	
<input type="text"/>	<input type="text"/>			<a href="#">+</a> <a href="#">-</a>



# PO Buydown Report



## Purchase Order Buydown Report

Run Date      October 26, 2015

**Report Criteria:**    Select: Vendor Name = XEROX CORPORATION and PO\_ID = 0000052599 and PRODUCT = 60091

Run Time              15:18 PM

Exclude: NONE

Page 1 of 1

PO ID: 0000052599

PO Date	Vendor Id	Status								
07/01/2015	0000000731	A XEROX CORPORATION								
Cf	PO Line	Description	Dist Ln	Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance
NE	1	SN XKP523788 Annual Maintenanc	1	AY2016	60091	0001	0809	319.44	79.86	239.58
NE	2	All Meter 1 (B&W) prints \$0.01	1	AY2016	60091	0001	0809	200.05	40.73	159.32
NE	3	All Meter 2 (Color) prints \$0.	1	AY2016	60091	0001	0809	200.18	10.52	189.66
PO Totals:								719.67	131.11	588.56

Voucher ID: 00175092

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		080556831	08/01/2015	1	1	AY2016	60091	0001	0809	26.62
NE		080556831	08/01/2015	2	1	AY2016	60091	0001	0809	9.52
NE		080556831	08/01/2015	3	1	AY2016	60091	0001	0809	6.28

Voucher ID: 00182789

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		081236019	09/03/2015	1	1	AY2016	60091	0001	0809	26.62
NE		081236019	09/03/2015	2	1	AY2016	60091	0001	0809	15.46
NE		081236019	09/03/2015	3	1	AY2016	60091	0001	0809	3.85

Voucher ID: 00190851

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		081421417	10/01/2015	1	1	AY2016	60091	0001	0809	26.62
NE		081421417	10/01/2015	2	1	AY2016	60091	0001	0809	15.75
NE		081421417	10/01/2015	3	1	AY2016	60091	0001	0809	0.39

**PO Report Totals:**      PO Amt      Vchrd Amt      PO Balance  
719.67      131.11      588.56

# Activity PO Buydown Report

Search the **PO Buydown Report** to review the vouchers applied to a PO and the current balance.

- PCA - your location
- PO - number is known
- Vendor ID and/or Name -

FedEx - 0000007431

Pitney Bowes – 0000009964

Rudolph Office... - 0000005387

MD Correctional Enterprises - 0000006439

# PO Close Request

Favorites Main Menu > Purchasing > Purchase Orders > Review PO Information > PO Close Request

Aoc Po Close

## Field Request for PO Close

### PO Selection Parameters

Find First 1 of 1 Last

Field Name

Program Cost Account

Selection Type

Value

From

60091

To

+ -

### Chartfield Exclusions

Find First 1 of 1 Last

Field Name

Exclude Zero Balance PO's

Selection Type

From

To

+ -

Search

Clear

[Click Clear to Refresh Search](#)

Save

Return to Search

Previous in List

Next in List

# PO Close Request

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > PO Close Request

Aoc Po Close

## Field Request for PO Close

PO Selection Parameters Find First 1 of 1 Last

Field Name	Selection Type	From	To
Program Cost Account	Value	60091	

Chartfield Exclusions Find First 1 of 1 Last

Field Name	Selection Type	From	To

Search


Clear


[Click Clear to Refresh Search](#)


Select All

								Personalize	Find	View All	1-7 of 7	Last
	Close	Business Unit	PO Number	PO Date	Vendor ID	Vendor Status	Vendor Name	PO Amount	Vouchered Amount	PO Balance	PO Lines	
1	<a href="#">Close</a>	MDJUD	0000051778	07/01/2015	0000008661	Approved	CAPITOL DOCUMENT SOLUTIONS LLC	2,400.00	1,200.00	1,200.00	<a href="#">PO Lines</a>	
2	<a href="#">Close</a>	MDJUD	0000051826	07/01/2015	0000000731	Approved	XEROX CORPORATION	1,325.88	326.27	999.61	<a href="#">PO Lines</a>	
3	<a href="#">Close</a>	MDJUD	0000052599	07/01/2015	0000000731	Approved	XEROX CORPORATION	719.67	335.10	384.57	<a href="#">PO Lines</a>	
4	<a href="#">Close</a>	MDJUD	0000053839	09/28/2015	0000012898	Approved	PENN JERSEY PAPER CO	138.84	138.84	0.00	<a href="#">PO Lines</a>	
5	<a href="#">Close</a>	MDJUD	0000054179	10/16/2015	0000012898	Approved	PENN JERSEY PAPER CO	84.86	84.86	0.00	<a href="#">PO Lines</a>	
6	<a href="#">Close</a>	MDJUD	0000054315	10/26/2015	0000006439	Approved	MARYLAND CORRECTIONAL ENTERPRISE	291.68	291.68	0.00	<a href="#">PO Lines</a>	
7	<a href="#">Close</a>	MDJUD	0000054662	12/10/2015	0000008690	Approved	STAPLES ADVANTAGE	260.00	260.00	0.00	<a href="#">PO Lines</a>	

 Save

 Return to Search

 Previous in List

 Next in List

# PO Close Request

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > PO Close Request

Aoc Po Close

## Field Request for PO Close

PO Selection Parameters Find First 1 of 1 Last

Field Name	Selection Type	From	To
Program Cost Account	Value	60091	

Chartfield Exclusions Find First 1 of 1 Last

Field Name	Selection Type	From	To

Search

Clear

[Click Clear to Refresh Search](#)

Select All

								Personalize	Find	View All	First	1-7 of 7	Last
	Close	Business Unit	PO Number	PO Date	Vendor ID	Vendor Status	Vendor Name	PO Amount	Vouchered Amount	PO Balance	PO Lines		
1	<a href="#">Close</a>	MDJUD	0000051778	07/01/2015	0000008661	Approved	CAPITOL DOCUMENT SOLUTIONS LLC	2,400.00	1,200.00	1,200.00	<a href="#">PO Lines</a>		
2	<a href="#">Close</a>	MDJUD	0000051826	07/01/2015	0000000731	Approved	XEROX CORPORATION	1,325.88	326.27	999.61	<a href="#">PO Lines</a>		
3	<a href="#">Close</a>	MDJUD	0000052599	07/01/2015	0000000731	Approved	XEROX CORPORATION	719.67	335.10	384.57	<a href="#">PO Lines</a>		
4	<a href="#">Close</a>	MDJUD	0000053839	09/28/2015	0000012898	Approved	PENN JERSEY PAPER CO	138.84	138.84	0.00	<a href="#">PO Lines</a>		
5	<a href="#">Close</a>	MDJUD	0000054179	10/16/2015	0000012898	Approved	PENN JERSEY PAPER CO	84.86	84.86	0.00	<a href="#">PO Lines</a>		
6	<a href="#">Close</a>	MDJUD	0000054315	10/26/2015	0000006439	Approved	MARYLAND CORRECTIONAL ENTERPRISE	291.68	291.68	0.00	<a href="#">PO Lines</a>		
7	<a href="#">Close</a>	MDJUD	0000054662	12/10/2015	0000008690	Approved	STAPLES ADVANTAGE	260.00	260.00	0.00	<a href="#">PO Lines</a>		




Process PO Close Requests

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

# PO Close Request

Favorites Main Menu > Purchasing > Purchase Orders > Review PO Information > PO Close Request

Please confirm you wish to close the following PO's

Personalize   Find    First  1 of 1  Last									
	Business Unit	PO Number	PO Date	Vendor ID	Vendor Status	Vendor Name	PO Amount	Vouchered Amount	PO Balance
1	MDJUD	0000054315	10/26/2015	0000006439	Approved	MARYLAND CORRECTIONAL ENTERPRISE	291.68	291.68	0.00

CONFIRM

Return

Cancel

# PO Close Request

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > PO Close Request

Acc Po Close

## Field Request for PO Close

### PO Selection Parameters

Find First 1 of 1 Last

Field Name Selection Type From To  
Program Cost Account Value 60091

### Chartfield Exclusions

Find First 1 of 1 Last

Field Name Selection Type From To

Search

Clear

Click Clear to Refresh Search

Select All

	Close	<a href="#">Business Unit</a>	<a href="#">PO Number</a>	<a href="#">PO Date</a>	<a href="#">Vendor ID</a>	<a href="#">Vendor Status</a>	<a href="#">Vendor Name</a>				
1	<a href="#">Close</a>	MDJUD	0000051778	07/01/2015	0000008661	Approved	CAPITOL DOCUMENT SOLUTIONS LLC				
2	<a href="#">Close</a>	MDJUD	0000051826	07/01/2015	0000000731	Approved	XEROX CORPORATION				
3	<a href="#">Close</a>	MDJUD	0000052599	07/01/2015	0000000731	Approved	XEROX CORPORATION				
4	<a href="#">Close</a>	MDJUD	0000053839	09/28/2015	0000012898	Approved	PENN JERSEY PAPER CO	138.84	138.84	0.00	<a href="#">PO Lines</a>
5	<a href="#">Close</a>	MDJUD	0000054179	10/16/2015	0000012898	Approved	PENN JERSEY PAPER CO	84.86	84.86	0.00	<a href="#">PO Lines</a>
6	<a href="#">Close</a>	MDJUD	0000054662	12/10/2015	0000008690	Approved	STAPLES ADVANTAGE	260.00	260.00	0.00	<a href="#">PO Lines</a>

### Message

Purchase Order Close Request Successfully Submitted (20000,58)

An email has been sent to DPCA (Procurement) with your request.

OK

Save Return to Search Previous in List Next in List

# PO Close Request – Email Response



Thu 12/17/2015 8:58 AM

AOC - Procurement PO Close

RE: Purchase Order Close Request

To ☐ GEARs\_ERP@mdcourts.gov; ☐ AOC - Procurement PO Close

Cc ☒ Jaynise Hall

Request complete!

**From:** [GEARS\\_ERP@mdcourts.gov](mailto:GEARS_ERP@mdcourts.gov) [[mailto:GEARS\\_ERP@mdcourts.gov](mailto:GEARS_ERP@mdcourts.gov)]

**Sent:** Wednesday, December 16, 2015 10:02 AM

**To:** AOC - Procurement PO Close <[aocpoclose@mdcourts.gov](mailto:aocpoclose@mdcourts.gov)>

**Subject:** Purchase Order Close Request

Gears user JAYNISE.HALL has requested the following purchase orders be closed:

PO Number 0000054315 Dated 10-26-2015

(This message was system generated on 2015-12-16 at 10.02.01.000000. Please do not reply to this e-mail.)



# Payment History Research



Tools that allow users to inquire about voucher information, PCA, vendor, PO number, appropriation year, date, invoice number and much more.

- A/P>Review Accounts Payable Info>Vouchers>Voucher Activity Inquiry
- A/P>Voucher>Add/Update>Regular Entry
- A/P>Voucher>Add/Update>Voucher Search
- A/P>Reports>Vendor>Pynt Hist by Vendor w/PCA Secy



# Voucher Activity Inquiry

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry



## Voucher Activity Inquiry

*Business Unit	= ▾	MDJUD 🔍	Exclude Deleted Vouchers:	<input type="checkbox"/>	Exclude Closed Vouchers:	<input type="checkbox"/>
Voucher ID	Begins w/ ▾	🔍	Voucher Description	Contains ▾	🔍	
Invoice Number	Begins w/ ▾	🔍	Invoice Date From	📅	Invoice Date To	📅
Gross Invoice Amount	▾	🔍				
PO Number	Begins w/ ▾	🔍	Project ID	🔍		
Vendor ID	Begins w/ ▾	🔍	Supplier Name	🔍	Vendor Search	
Entered By	Begins w/ ▾	🔍				
Program Cost Account	Begins w/ ▾	60091 🔍	Account From	0301 🔍	Account To	0397 🔍
Approp Year From	🔍	Approp Year To	🔍			
Acct Dt From	07/01/2017 📅	Acct Date To	09/30/2017 📅			

### Matching, Approvals, Status Search Options

Budget Status	▾	Post Status	▾	Transaction Status	▾
Match Status	▾	Approval Status	▾		

Search

Clear

\*Click Clear to Refresh Search\*

# Voucher Activity Inquiry

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry



## Voucher Activity Inquiry

\*Business Unit

Voucher ID

Invoice Number   Invoice Date From   Invoice Date To

Gross Invoice Amount

PO Number    Project ID

Vendor ID   Supplier Name

Entered By

Program Cost Account    Account From   Account To

Approp Year From   Approp Year To

Acct Dt From   Acct Date To

### Matching, Approvals, Status Search Options

Budget Status  Post Status  Transaction Status

Match Status  Approval Status

\*Click Clear to Refresh Search\*

### Search results

Personalize | Find | View All |   First 1-7 of 7 Last

	Transaction Status	Voucher	Invoice Date▲	Approp Year▲	PCA	Account	Monetary Amount	Invoice Amount	Vendor ID	Supplier
1	Paid by State	00356454	07/18/2017	AY2018	60091	0301	26.41	26.41	0000007431	FEDE
2	Paid by State	00358584	07/23/2017	AY2018	60091	0306	102.10	11071.26	0000003935	VERIZ
3	Paid by State	00360744	07/28/2017	AY2018	60091	0306	84.00	3352.00	0000007561	AT&T
4	Paid by State	00366226	08/23/2017	AY2018	60091	0306	102.10	11575.95	0000003935	VERIZ
5	Paid by State	00368717	08/28/2017	AY2018	60091	0306	84.00	4027.95	0000007561	AT&T
6	Paid by State	00366975	08/29/2017	AY2018	60091	0301	10.24	10.24	0000007431	FEDE
7	Paid by State	00371326	09/12/2017	AY2018	60091	0301	15.61	15.61	0000007431	FEDE

<

>

Search the **Voucher Activity Inquiry** to review the vouchers statuses.

- PCA - your location
- Invoice Date – 7/1/2018 – current date
- PO – if known
- Account – pick an account or range
- Entered by – person that enters vouchers
- Vendor ID and/or Name –

FedEx - 0000007431

Pitney Bowes – 0000009964

Rudolph Office... - 0000005387

MD Correctional Enterprises - 0000006439

# Voucher Activity Regular Entry

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry



## Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Use Saved Search:

Business Unit =  MDJUD

Voucher ID begins with

Invoice Number begins with

Invoice Date =  09/12/2017

Short Vendor Name begins with

Vendor ID begins with

Vendor Name begins with  FedEx

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Ref Doc begins with

☐ Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

Delete Saved Search

# Voucher Activity Regular Entry Results

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry



## Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

### ▼ Search Criteria

Use Saved Search:

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Vendor Name begins with

Vendor ID begins with

Vendor Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Ref Doc begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

## Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Vendor Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	Ref Doc
MDJUD	00369803	5-926-41878	5.35	5.35	09/12/2017	FEDEX-002	0000007431	FEDEX	Regular	(blank)	Postable	Online	Complete	VZA13606
MDJUD	00370870	5-927-26879	85.79	85.79	09/12/2017	FEDEX-002	0000007431	FEDEX	Regular	(blank)	Postable	Online	Complete	VZA14316
MDJUD	00371326	5-926-55471	15.61	15.61	09/12/2017	FEDEX-002	0000007431	FEDEX	Regular	(blank)	Postable	Online	Complete	VZA14505
MDJUD	00373094	5-926-91555	340.87	340.87	09/12/2017	FEDEX-002	0000007431	FEDEX	Regular	(blank)	Postable	Online	Complete	VZA15806
MDJUD	00374450	5-926-69519	88.11	88.11	09/12/2017	FEDEX-002	0000007431	FEDEX	Regular	(blank)	Postable	Online	Complete	VZA17207
MDJUD	00372036	5-926-04455	6.46	6.46	09/12/2017	FEDEX-002	0000007431	FEDEX	Regular	(blank)	Postable	Online	Complete	VZD16916

# Voucher Activity Regular Entry-Drill Down

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry



**Summary**

[Related Documents](#)

[Invoice Information](#)

[AOC MD Payment](#)

[Payments](#)

[Voucher Attributes](#)

[Error Summary](#)

**Business Unit** MDJUD

**Voucher ID** 00371326

**Voucher Style** Regular

**Vendor Name** FEDEX

PO BOX 371461

PITTSBURGH, PA 15250-7461

**Entry Status** Postable

**Match Status** No Match

**Approval Status** Approved

**Post Status** Posted

**Doc Tol Status** Valid

**Budget Status** Valid

**Budget Misc Status** Valid

**\*View Related**  [Go](#)

**Invoice Date** 09/12/2017

**Invoice No** 5-926-55471

**Invoice Total** 15.61 USD

**Pay Terms** Due Now

**Voucher Source** Online

**Origin** ONL

**Created On** 09/19/2017 3:17PM

**Created By** LORI.MELBY

**Last Update** 09/19/2017 3:20PM

**Modified By** TAMMY.SITAR

**ERS Type** Not Applicable

**Close Status** Open

[Approval History](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Refresh](#)

[Add](#)

[Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



# Activity – Voucher Regular Entry

Search the **Voucher Regular Entry** to review the vouchers statuses.

- PCA - your location
- Invoice Date – select a date or date range
- Vendor ID and/or Name –
  - FedEx - 0000007431
  - Pitney Bowes – 0000009964
  - Rudolph Office... - 0000005387
  - MD Correctional Enterprises - 0000006439
- Entered by – person that enters vouchers
- Can also see statuses or link to them through Voucher Activity Inquiry

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Voucher Search



## Voucher Search

### Voucher Information

\*Business Unit  🔍

Voucher ID  🔍

Invoice Number  🔍

Related Voucher  🔍

Incomplete Voucher  ▾

Entry Status  ▾

Voucher Style  ▾

Voucher Source  ▾

### Vendor Information

Vendor ID  🔍

Short Vendor Name  🔍

Vendor Name  🔍

☒ New window

Search





# Voucher Search - Results

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Voucher Search



## Voucher Search

### Voucher Information

\*Business Unit    
Voucher ID    
Invoice Number    
Related Voucher    
Incomplete Voucher  ▾  
Entry Status  ▾  
Voucher Style  ▾  
Voucher Source  ▾

### Vendor Information

Vendor ID    
Short Vendor Name    
Vendor Name    
☒ New window

### Search Results

Personalize | Find | View All |   First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gross Invoice Amount	Transaction Currency	Attachments (1)	Vendor ID	Short Vendor Name	Vendor Name	Classification
MDJUD	00371326	5-926-55471	09/12/2017	Regular	Online	Postable	<input type="checkbox"/>	15.61	USD	<a href="#">Attachments (1)</a>	0000007431	FEDEX-002	FEDEX	00

# Voucher Search – Drill Down

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry



Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

**Business Unit** MDJUD

**Voucher ID** 00371326

**Voucher Style** Regular

**Vendor Name** FEDEX

PO BOX 371461

PITTSBURGH, PA 15250-7461

**Entry Status** Postable

**Match Status** No Match

**Approval Status** Approved

**Post Status** Posted

**Doc Tol Status** Valid

**Budget Status** Valid

**Budget Misc Status** Valid

\*View Related  Go

**Invoice Date** 09/12/2017

**Invoice No** 5-926-55471

**Invoice Total** 15.61 USD

**Pay Terms** Due Now

**Voucher Source** Online

**Origin** ONL

**Created On** 09/19/2017 3:17PM

**Created By** LORI.MELBY


**Last Update** 09/19/2017 3:20PM

**Modified By** TAMMY.SITAR


**ERS Type** Not Applicable


**Close Status** Open


[Approval History](#)


 Return to Search


 Previous in List

 Next in List

 Notify

 Refresh

 Add

 Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

# Activity – Voucher Search

Search the **Voucher Search** to review the vouchers statuses.

- Voucher ID – if known
- Invoice Date – select a date or date range
- Vendor ID and/or Name –

FedEx - 0000007431

Pitney Bowes – 0000009964

Rudolph Office... - 0000005387

MD Correctional Enterprises - 0000006439

# Payment History by Vendor w/PCA Security

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Reports ▾ > Vendor ▾ > Pymt Hist by Vendor w/PCA Secy



## Payment History by Vendor

Run Control ID Basic

Report Manager Process Monitor

Run

Language English ▾

### Report Request Parameters

#### View Another Date Range

From Date: 09/12/2017 

Through Date: 09/12/2017 

#### Print Options

\*Detail or Summary: Detail ▾

### Selection

Find | View All First 1 of 1 Last

\*Remit SetID

SHARE 

\*Remit Vendor

0000007431  FEDEX

 Save  Return to Search  Previous in List  Next in List  Notify  Add  Update/Display

# Payment History By Vendor w/Security - Results

<b>ORACLE®</b>	Report ID: AOC_APX2000	PeopleSoft Accounts Payable	Page No	1
	<b>DETAILED PAYMENT HISTORY BY VENDOR w/PCA Security</b>		Run Date	11/21/2017
	From: Sep/12/2017	To: Sep/12/2017	Run Time	12:26:44 PM

Remit Vendor: SHARE 0000007431

Payment Currency: USD

Bank Account: M&T 9001095

Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
431558	Sep/12/2017	RE	Paid	FEDEX PO BOX 371461 PITTSBURGH PA 15250-7461 United States	DAILY6	628	9.83 USD	

Unit	Voucher ID	Invoice ID	Invoice Date	Voucher Line	Voucher Dist	Paid Amount
MDJUD	00367667	5-913-31009	Aug/29/2017	1	1	9.83 USD

Total for Check Payments: 9.83 USD

Total for Bank Account: 9.83 USD

Total for Currency: 9.83 USD

End of Report

# Activity – Payment History by Vendor w/ PCA Security



Search the **Payment History by Vendor w/PCA Security** to review the vouchers statuses.

➤ Invoice Date – select a date or date range

➤ Vendor ID and/or Name –

FedEx - 0000007431

Pitney Bowes – 0000009964

Rudolph Office... - 0000005387

MD Correctional Enterprises - 0000006439



# Maintenance Tips



# Voucher Clean-up

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry



## Voucher Activity Inquiry

*Business Unit	= ▾	MDJUD 🔍	Exclude Deleted Vouchers:	<input type="checkbox"/>	Exclude Closed Vouchers:	<input type="checkbox"/>
Voucher ID	Begins w/ ▾	🔍	Voucher Description	Contains ▾	🔍	
Invoice Number	Begins w/ ▾	🔍	Invoice Date From	🔍	Invoice Date To	🔍
Gross Invoice Amount	▾	🔍				
PO Number	Begins w/ ▾	🔍	Project ID	🔍		
Vendor ID	Begins w/ ▾	🔍	Supplier Name	🔍	Vendor Search	
Entered By	Begins w/ ▾	🔍				
Program Cost Account	Begins w/ ▾	🔍	Account From	🔍	Account To	🔍
Approp Year From	🔍	Approp Year To	🔍			
Acct Dt From	🔍	Acct Date To	🔍			

### Matching, Approvals, Status Search Options

Budget Status ▾	Post Status ▾	Transaction Status
Match Status ▾		Approval Status

- Cancelled Payment
- Closed
- DBF - Processing Hold
- DBF Voucher Adjustment
- DBF in Process
- Deleted
- InterAgency-Dispatched
- Not Submitted / In The Field
- Paid by State
- Submitted to State

Search

Clear

\*Click Clear to Refresh Search\*

# General Ledger Clean-up

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

## Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

### Search Criteria

Use Saved Search:

Business Unit:

=

MDJUD



Journal ID:

begins with

Journal Date:

=



Ref Doc:

begins with

Line Business Unit:

=



Journal Header Status:

=

Budget Checking Header Status:

=

Source:

=

Entered By:

begins with

Attachment Exist:

=

☐ Case Sensitive

Deleted  
Journal Entry Incomplete  
Journal Has Errors  
No Status - Needs to be Edited  
Posted to Ledger(s)  
Posting Incomplete  
Unposted  
Upgrade Journal - Can't Unpost  
Valid Journal - Edits Complete  
Valid SJE Model -- Do Not Post

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

[Delete Saved Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

# General Ledger Attachments

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries



## Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

### ▼ Search Criteria

Use Saved Search:

Business Unit = ▾ MDJUD

Journal ID begins with ▾

Journal Date > ▾ 07/01/2017

Ref Doc begins with ▾

Line Business Unit = ▾

Journal Header Status = ▾

Budget Checking Header Status = ▾

Source = ▾


Entered By begins with ▾ JAYNISE.HALL

Attachment Exist = ▾ N

☐ Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

Delete Saved Search

Find an Existing Value | Add a New Value

- Query – AOC\_SECTY\_USERS\_BY\_RULE

**AOC\_SECTY\_USERS\_BY\_RULE - Users by Security Rule**

RULE (e.g. JUD22)

Include Locked Accounts? ☐

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (28 kb)

[View All](#)

	User		Security Rule	Role Name	
1	CI	.L	AOC_I	MDJ_AP_ANALYST	
2	CI	.L	AOC_I	MDJ_AP_INQUIRY	
3	CI	.L	AOC_I	MDJ_AP_REPORT	
4	CI	.L	AOC_I	MDJ_GEN_PEOPLESOFT_USER	
5	CI	.L	AOC_I	MDJ_GEN_QUERY_VIEWER	
6	CI	.L	AOC_I	MDJ_GL_INQUIRY	
7	CI	.L	AOC_I	MDJ_GL_JRNL_CREATOR_FIELD	
8	CI	.L	AOC_I	MDJ_GL_REPORT	
9	CI	.L	AOC_I	MDJ_PO_FIELD_ANALYST	
10	CI	.L	AOC_I	MDJ_PO_INQUIRY	
11	CI	.L	AOC_I	MDJ_PO_PCARD_CRD_HLDR	
12	CI	.L	AOC_I	MDJ_PO_RCVR	
13	CI	.L	AOC_I	MDJ_PO_REPORT	
14	CI	.L	AOC_I	MDJ_PV_INQUIRY	
15	CI	.L	AOC_I	MDJ_PV_REQ	
16	CI	.L	AOC_I	PeopleSoft User	

- Query – AOC\_SECTY\_USERS\_BY\_PCA

**AOC\_SECTY\_USERS\_BY\_PCA - User Security Rule by PCA**

PCA

Include Locked Accounts? ☐

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (30 kb)

[View All](#)

	User			PCA	Security Rule		Role Name
1	C	L	6	1	AOC_		MDJ_AP_ANALYST
2	C	L	6	1	AOC_		MDJ_AP_INQUIRY
3	C	L	6	1	AOC_		MDJ_AP_REPORT
4	C	L	6	1	AOC_		MDJ_GEN_PEOPLESOFT_USER
5	C	L	6	1	AOC_		MDJ_GEN_QUERY_VIEWER
6	C	L	6	1	AOC_		MDJ_GL_INQUIRY
7	C	L	6	1	AOC_		MDJ_GL_JRNL_CREATOR_FIELD
8	C	L	6	1	AOC_		MDJ_GL_REPORT
9	C	L	6	1	AOC_		MDJ_PO_FIELD_ANALYST
10	C	L	6	1	AOC_		MDJ_PO_INQUIRY
11	C	L	6	1	AOC_		MDJ_PO_PCARD_CRD_HLDR
12	C	L	6	1	AOC_		MDJ_PO_RCVR
13	C	L	6	1	AOC_		MDJ_PO_REPORT
14	C	L	6	1	AOC_		MDJ_PV_INQUIRY
15	C	L	6	1	AOC_		MDJ_PV_REQ
16	C	L	6	1	AOC_		PeopleSoft User

- Weekly/Regular To Do List
  - Review outstanding Requisitions, PO's, & Vouchers
    - ✓ Budget Error
    - ✓ Pending Approval
    - ✓ Pushed Back
    - ✓ Close Req's and PO's
- Monthly To Do List
  - Budget Overview and/or Status Report
  - Detail Trial Balance
- Periodic review of GEARS security access
- Year-End Memo and Year-End Check list





**If you have any questions,  
please do not hesitate to  
contact us. We are happy  
to assist you!**



# QUESTIONS???

